



RESEARCH PROGRAM SPECIALIST I
Final Filing Date: April 13, 2006

OPEN - NONPROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: Department of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person with: Department of Corrections and Rehabilitation
Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS April 13, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: February 17, 2006
\$4,516 - \$5,489

MINIMUM QUALIFICATIONS Experience and education which provide ability to perform successfully as a Research Program Specialist at the level and in the specialty for which application is made. And

Either I

Experience: One year in the California state service performing research duties at a level of responsibility equivalent to that of a Research Analyst II.

Or II

Experience: Three years progressively responsible technical research experience above the trainee level engaged in the collection, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience.) (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to a Research Analyst II.)

And

Education: Graduation from college with any major but with extensive course work in economics, psychology, or a related research-oriented field. This must include at least six semester hours in statistics.

Special Personal Characteristics: Demonstrated ability to act independently, initiative, flexibility and tact

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Research methods and techniques
2. Application of computerized models to research data
3. Statistical and other methods used in analysis and projection data
4. Survey methods and analytical techniques
5. Operations research methods

EXAMINATION PLAN CONTINUED	<div>B. Ability to:</div> <div>1. Communicate effectively to individuals and groups related to the area of research</div> <div>2. Analyze and make recommendations</div> <div>3. Plan and carry out research projects</div> <div>4. Prepare and present technical reports</div> <div>5. Establish and maintain cooperative relationships with others</div>
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<div>A Research Program Specialist I, is responsible for independently planning, organizing, and conducting complicated studies in a variety of areas, requiring knowledge and abilities beyond the journey level, which affect programs or systems development within the State. Incumbents in this class provide expert consultative services in the feasibility, impact, or potential of a variety of State operations, projects, or proposals to interested parties. Advise management, departmental staff, legislative bodies, governmental entities, commissions, and agencies on findings related to the assigned area of research. Incumbents may direct a small staff on a periodic basis; and does other work related work.</div> <div>Positions are located with the Department of Corrections and Rehabilitation in Sacramento.</div>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Career credits or Veteran’s Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran’s Preference Points. If you receive Veteran’s Preference Points, you cannot also receive career credits in this examination.
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GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitations’ Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, Ca 94295-0001.

Career Credits: California law allows the granting of career credits in **Open, Nonpromotional** examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employee who have a mandatory right of reinstatement to such a position; or a full- time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). (Effective January 1, 1983, AB 3325 (1982) eliminated career credit for classes designated by DPA as managerial.)

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS